

11 DEC 1972

MEMORANDUM FOR: Executive Officer/DDS

SUBJECT : Mr. Colby's Revision of OTR's papers on:

- (a) Use of Training in Personnel Management and Development
- (b) Organizational Support of Training

ILLEGIB

Per our telephonic discussion on 8 December, these are the changes Mr. Colby made in the two documents noted above:

- (a) On the first page of the first document, he condensed the first two paragraphs by eliminating references to agents for implementing the Training Program and to the Personnel Development Program (PDP).

25X1A

- (c) In the second document under paragraph A, he charged the Board of Visitors not with examining the need for a Branch Chief's Course, but rather specified that the Board make recommendation with respect to the content and attendance ~~for~~ such a course.

- (d) Under paragraph B, he added that waivers to "first line" supervisors' taking the Managerial Grid and Fundamentals of Supervision and Management require approval of the Executive Director. The problem here is that we do not yet have a precise definition of the term "first line" supervisors.

25X1A9a

ADMINISTRATIVE - INTERNAL USE ONLY

SA/CD

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USE ONLY☒ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Personnel Management and Development

72-5054/6

FROM:

Director of Training  
1026 CofC

EXTENSION

3245

NO.

DATE

17 NOV 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/S  
7-D-18 - Hqs.24  
WES

JWC

1 to 3 -  
Bill:2.  
3. ExDir-Compt.  
7-E-12 - Hqs.

11/24 12/1

WES  
513

OTR has done a thorough job revising the two attached papers to include the suggestions you made in your memorandum of 6 October 1972 (ER 72-5054/4). The Director of Personnel has received copies.

4. Deputy Director for Support  
Rm 7D18, Hqs5. Director of Training  
Rm 1026, CoC Bldg

With your acceptance or approval of these documents, we will begin to implement the recommendations contained in "Organizational Support of Training" (Tab 2).

6.

7.

John W. Coffey

8.

2 Atts: DD/S 72-4313 + 72-4312

9.

APPROVED as *edited* - \*

10.

25X1A

11.

W. E. Colby  
Executive Director-Comptroller

Date:

1 Dec 72

12. DD/S 72-4313: Memo dtd 17 Nov 72 for Ex. Dir. -  
Compt., thru DD/S, fr DTR, subj: Personnel  
13. Management and Development; w/Atts 1&2

DD/S Distribution:

Orig RS - Adse #3, w/O Atts (To be returned to DTR via DD/S)

DD/S 72-4312: Memo dtd 17 Nov 72 for Ex. Dir. -  
14. Compt. thru DD/S, fr DTR, subj: Role of  
Training in Personnel Management1 - ER, w/cy of Atts  
1 - DD/S Subject, w/cy of Atts  
& Background  
1 - D/Pers, w/o Atts  
1 - DD/S Chrono, w/o Atts

15.